



Maple Ridge Fire Department Fire Prevention

22708 Brown Avenue
Maple Ridge, BC, V2X 9A2
604-463-5880
fireprevention@mapleridge.ca
604-476-3053

Apartment and High Rise Occupancies Checklist Fire Safety Measures

This lists some of the basic regulations governing the operation of **Apartment and High Rise Occupancies**. It is not possible to cover all regulations. If you have a question of concern, please telephone or Email the Maple Ridge Fire Department.

Annual inspection is required.

Permits

A permit from Building Inspection is required to install electronic locking devices. The devices must be tested and approved by Building Inspection and the Fire Inspector.

Exit Ways

Doors must be unlocked and unblocked. Required width of an exit way must be unobstructed. Signs must be illuminated. Electronic locking devices must unlock automatically in the event of a fire alarm or power failure. Stairwell doors must automatically close and latch. Locks on stairwell doors to access floors may only be installed by authority of the Fire Department and conditions will apply.

Fire Extinguishers

One 2A-10BC (5lb ABC) extinguisher required for every 3,000 sq. ft. of floor space or within 75 ft. of travel.

Special hazards may have additional requirements.



Mounted in conspicuous accessible locations.

Inspected for proper maintenance annually by licensed individuals.

Must be recharged following use.

Fire Lanes and Access

Properly marked and clear of obstructions.

Limited access control gates installed across fire lanes must meet requirements of the BC Fire Code.

Fire Alarm/Detection Systems

Installed in accordance with the BC Fire Code.

Maintained in an operative condition at all times, and replaced or repaired when defective. Immediately notify Maple Ridge Fire Department at 604-463-5880 if fire alarm system becomes non-operational.

Written operating instructions provided and maintained at an approved location.

Manual alarms and smoke alarms should be tested at least annually, and/or after modification.



**Fire Department
must be contacted
to conduct and approve
Fire Inspection
prior to occupancy.**

Signage

Post a sign in each elevator lobby,
**"IN CASE OF FIRE EMERGENCY,
DO NOT USE ELEVATOR.
USE EXIT STAIRS."**

Include a diagram showing a path to the exits. (Signs shall have letters a minimum of ½ inch high.)

Post a sign in each elevator lobby,
**"Fire emergency plan available for re-
view from the fire safety director".**

Post a sign in each stairwell indicating floor number, stairwell number, roof access or no roof access, and upper and lower terminus.

Post a sign on all doors to electrical and elevator rooms that reads

**Electrical Room
NO STORAGE ALLOWED**

**Elevator Room
NO STORAGE ALLOWED**

Sprinkler Systems

Maintained in approved working condition.

Test at least annually.

Immediately notify Maple Ridge Fire Department at 604-463-5880 if sprinkler system becomes non-operational.

A FIRE WATCH WILL BE REQUIRED.

Identify controls, drains, and test control valves with approved signage.

Access to valves and/or fire department connections cannot be obstructed.

A sprinkler wrench must be provided. Spare sprinkler heads of the same types and ratings installed in building must be provided for a system as follows:

- (1) Less than 300 system heads, a minimum of 6 spare heads.
 - (2) 300 to 1000 system heads, a minimum of 12 spare heads.
 - (3) Over 1,000 system heads, a minimum of 24 spare heads.
- Maintain an 18-inch clearance between sprinkler heads and storage.

Safety Message

Conduct quarterly fire drills, and keep appropriate documentation.

Develop an approved fire safety plan.

Provide a FIRE DEPARTMENT safety key box with current building keys inside.

Maintain elevator recall in proper working order.

Remove combustible trash daily.

Maintain a 24-inch clearance between storage and ceiling.

Provide metal covers for all electrical panels, outlets, boxes, and junctions.

Extension cords must not be utilized in place of permanent wiring.

Post a correct street address that is visible from the street.

Designate each building in multiple building complexes.